



26958

# PATIENT COPY



MRN:

DOB: \_\_\_\_\_

PATIENT NAME: \_\_\_\_\_

## UFP Financial Policies

1. Payment is expected at time of service. This includes co-pays, co-insurances and deductibles.
2. At check out, our staff will ask you for payment for any past due balances as well as your portion of the payment for today's service. Failure to meet your financial obligations could result in being discharged from the practice.
3. If you are unable to keep your appointment, it is important to notify us prior to your appointment. This will allow us to free your appointment time for other patients. You may be charged a \$25 no show fee if you fail to notify us.
4. Adult patients who do not show up for a scheduled appointment 3 times within a 12 month period and fail to notify us prior to the appointment, will be discharged as a patient. Patients under the age of 18 may be discharged for the same.
5. If you are scheduled for an elective non-covered procedure, an estimate of your portion of the payment will be given to you. Payment will be expected at least 10 days prior to this procedure. If you have any outstanding balance, we will also expect payment 10 days prior to the procedure. Failure to make the required payments will result in the service being rescheduled. When you receive your estimate, you will also receive a payment voucher to send back with your payment. Please remember to include the voucher along with your payment.
6. Some insurances require that your labs be performed in a different location other than your doctor's office. If you choose to have the test performed at your physician's office, you will be expected to pay the fee for this service. Your insurance cannot be billed in those instances.
7. Similarly, if your insurance does not authorize a procedure or test and you choose to have the procedure or test done anyway, you will need to pay for the service up front. Your insurance cannot be billed in those instances.
8. We can no longer extend professional courtesy discounts to you. However, we offer a 20 % discount for any professional services paid in full prior to or at time of service. This does not apply to co-pays, co-insurances, deductibles, cosmetic procedures, and medical products.

If you have any questions, please call our Patient Relations department at (352) 265-7906 or 1-888-766-8154, Monday thru Friday, 8:30 AM to 4:30 PM.